

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

This page summarizes all of the open tasks under the Cambridge Systematics contract with the research bureau.

Task	Project Budget	Budget Expended	% of Budget Expended	% of Work Complete
1 - The Location of Highway Ramps and Schools	\$64,459.63	\$57,352	89%	86%
4 – Locating Marinas in New Jersey	\$44,528.01	\$30,000	67%	75%
5 – Asset Management Decision Support System	\$150,245.93	\$ 62,295.35	41%	44%
7 – ADA	\$123,570.12	\$7,800	6%	6%

NJDOT Bureau of Research

QUARTERLY PROGRESS REPORT

Project Title:	<i>The Location of Highway Ramps and Schools to Address P.L. 2007, chapter 308 (Assembly Bill 856).</i>		
RFP NUMBER: 6921766	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa		
TASK ORDER NUMBER:: 1	PRINCIPAL INVESTIGATOR: Christopher Lamm		
Project Starting Date: Original Project Ending Date: 2/27/2009 Modified Completion Date: 8/31/2009	Period Starting Date: 04/1/2009 Period Ending Date: 06/31/2009		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
1. Research Plan	2	0	100	2
2. Literature Review.	13	0	100	13
3. Data Collection	10	0	100	10
4. Data Reduction and Analysis	25	10	100	25
5. Report Findings.	16	33	66	11
6. Meetings and Presentations	18	40	90	16.2
7. Implementation	16	50	55	8.8
TOTAL	100%			86.0

Project Objectives:

The objectives of this project are to:

1. Investigate state-of-the-practice strategies employed in the United States to improve pedestrian and bicyclist safety near schools and highway ramps.
2. Determine the extent to which highway ramps pose a threat to the safety of people who commute by bicycle or walking to school throughout New Jersey
3. Identify three representative “problem schools” in New Jersey and investigate the issues afflicting those schools in detail.
4. Develop mitigation strategies and a plan to implement them.

Project Abstract:

For the New Jersey Department of Transportation (DOT), Cambridge Systematics is researching the extent of problems posed by highway ramps to pedestrian safety near schools in New Jersey, and mitigation strategies that should be considered when addressing existing issues and potential future ramps. Accident data and interviews with school administrators will be used to identify specific problem areas in the State. This research will draw on best practices of other states and highlight, through case studies of specific interchanges, the specific means by which certain strategies may be implemented in New Jersey.

1. Progress this quarter by task:

- ♦ Task 1: Task complete, no new progress.
- ♦ Task 2: Task complete, no new progress.
- ♦ Task 3: Task complete, no new progress.
- ♦ Task 4: Additional analysis conducted to account for 18 year-olds.
- ♦ Task 5: Summary tech memo prepared for Tasks 3 and 4, School selection methodology memo and checklist prepared to summarize Task 7. These will function as chapters in the final report.
- ♦ Task 6: CS met with NJDOT on 4/24/2009 and again on 6/11/2009. We have exceeded the number of budgeted meetings, although a need for one to two additional meetings likely exists.
- ♦ Task 7: CS identified 25 “problem schools,” worked with NJDOT to select three schools for closer examination, received and analyzed police reports, developed a checklist for characteristics and “things to look for” during field visits, conducted the field visits, and began analysis and mitigation measures development.

2. Proposed activities for next quarter by task

Task 1: Task complete, no new progress anticipated.

Task 2: Task complete, no new progress anticipated.

Task 3: Task complete, no new progress anticipated.

Task 4: Task complete, no new progress anticipated.

Task 5: A memo summarizing Task 7 in full will be prepared. All memos will be incorporated into a final report document and edited to fit into a single document.

Task 6: Additional project meetings will be conducted on an as-needed basis.

Task 7. Mitigation strategies for the three selected schools will be developed, as well as a “toolbox” of strategies applicable to other sites.

3. List of deliverables provided in this quarter by task (product date)

Task 7: Methodology memo for Task 7.

Task 7: Field visit checklist.

4. Progress on Implementation and Training Activities

The Implementation Task has been the focus of activities this quarter. The team engaged in a process to select three representative schools for analysis, set parameters for information/data to be collected during field visits, and conducted field visits at the three schools. Work has begun on identifying mitigation strategies. Next quarter, the strategies will be identified, a toolbox of strategies applicable to other sites will be produced.

5. Problems/Proposed Solutions

The field visits were slow to get started, however, were completed more quickly than expected once begun. Delays in procuring information, data, and school participation have strained the schedule of the project, but issues have been resolved as they have become apparent.

Total Project Budget	\$64,498
Modified Contract Amount:	\$64,498
Total Project Expenditure to date	\$57,352
% of Total Project Budget Expended	88.9%

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	Locating Marinas in New Jersey			
RFP NUMBER:	6988729	NJDOT RESEARCH PROJECT MANAGER:		
		Stefanie Potapa		
TASK ORDER NUMBER:	4	PRINCIPAL INVESTIGATOR:		
		Hugh Louch		
Project Starting Date: 1/2009	Period Starting Date: 4/2009		Period Ending Date: 6/2009	
Original Project Ending Date: 6/30/2009				
Modified Completion Date: 8/31/2009				

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
1. Scan of marina data collection efforts in other states	10	100	100	10
2. Identify data collection methods	18	95	95	17
3. Test data collection techniques on a subset of marinas	60	80	80	48
4. Final report	12	0	0	0
TOTAL	100			75

Project Objectives:

The objective of this project is to develop a better understanding of the methods that could be used to locate marinas and collect relevant data on their number and economic impact.

Project Abstract:

The New Jersey Department of Transportation's primary goal of this task order solicitation is to find and enlist most of the marinas in the state of New Jersey and secondarily to collect some information on enlisted Marinas. The database provided by the NJ Sea Grant and the Marine Trade Association (MTA/NJ) database is considered as the most comprehensive and updated database with the State. NJDOT considers that there may be more marinas in New Jersey which may not been included in the existing database.

Web search and other sources were used to update and complete this database. We researched to identify potential alternate sources of data collection including - New Jersey Department of the Treasury and Department of Health and County Departments of Taxation, Health, and Parks and Recreation, similarly various department of townships were contacted. We identified that contacting individual tax assessor's office of each town can be the most informative and updated source of information.

We continued contacting various townships via phone, fax or mail. Our findings are 122 additional marinas to the Marine Trade Association (MTA/NJ) and NJ Sea Grant database of

671 (combined) that made 793 total NJ Marinas. This listing of additional marinas discovered was forwarded to the state for their review and validation.

1. Progress this quarter by task:

Task 1 – Scan of other state practices

- ♦ For studying methodology of data collection for marinas, we contacted several states including New York, California, Florida, Maine, and Washington, D.C. Most of these states compiled the database for locating pump out stations or as a part of promoting Clean Marina program. We observed that most of the states took help of State Sea Grant and used survey method for collecting marinas listing in their respective states.

Task 2 – Identify data collection methodologies

- ♦ We developed a single master list from the existing lists currently available with NJDOT: NJ Sea Grant and Marine Trade Association (MTA/NJ), eliminating any duplicates. The combined list contained 677 Marinas.

Task 3 – Collect Data on Marinas

- ♦ We used internet to be the base source of information. We used several web-source and contacted marina associations, to get the listing of marinas in New Jersey. We found huge number of marinas from various sources; we eliminated the duplication and incorporated them in our listing.
- ♦ We contacted different government departments including - New Jersey department of the treasury and department of health and county's departments of taxation, health, and parks and recreation, similarly various department of townships. We managed to find some new marinas, and we incorporated them in our listing.
- ♦ Further we contacted NJ Coast Guards, Army Corps of Engineers, and New Jersey State Police - Marine Services. They were not able to help us.
- ♦ We then contacted Local Property Tax Section and New Jersey Association of County Tax Boards, Individual County's tax department and finally individual township's Taxation Offices.
- ♦ Based on all these efforts we found that contacting tax assessor's office of each township is the most informative and updated source of information
- ♦ We continued contacting other townships via phone, fax or mail. We have contacted some 70 townships within 3 of the counties. And we received updates on some new marinas as well as found some duplication within the state provided lists. Updating the counts, our findings are 122 additional marinas to the Marine Trade Association (MTA/NJ) and NJ Sea Grant database of 671 (combined) that made 793 total NJ Marinas.

Task 4 – Final Report

- ◆ No work completed to date

2. Proposed activities for next quarter by task

Continue contacting more municipal tax assessor's offices, including along Lake Hopatcong and Green Wood Lake.

Prepare Draft and final report

3. List of deliverables provided in this quarter by task (product date)

Database of New Marinas' findings (109 New Marinas Dated 5/8/2009)

Database of New Marinas' findings (122 New Marinas Dated 6/16/2009)

Notes from conference calls

4. Progress on Implementation and Training Activities

N/A

5. Problems/Proposed Solutions

None

Total Project Budget	\$44,528.01
Modified Contract Amount:	\$44,528.01
Total Project Expenditure to date	\$30,000
% of Total Project Budget Expended	67%

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	Asset Management Implementation Strategy		
RFP NUMBER: 6994402 and 6991811	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa		
TASK ORDER NUMBER: 5	PRINCIPAL INVESTIGATOR: William Robert		
Project Starting Date: 1/12/2009 Original Project Ending Date: 12/31/2009 Modified Completion Date: 12/31/2009	Period Starting Date: 2/1/2009 Period Ending Date: 4/30/2009		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
1. Existing Practice Summary	11%	66%	100%	11%
2. Systems Review	19%	81%	81%	18%
3. Model Development	34%	45%	45%	15%
4. Workshop	20%	0%	0%	0%
5. Implementation Support	17%	0%	0%	0%
TOTAL	100%			44%

Project Objectives:

- Research best practices in asset management, present options for NJDOT to consider for an Asset Management Decision Support Model.
- Examine NJDOT management systems and the decision making/prioritization algorithms, as well as how the outputs of these are used.
- Based on the review of best practices and NJDOT systems, develop logical models/algorithms for investment category allocation; project prioritization; and implementation timing optimization.

Project Abstract:

1. Progress this quarter by task:

Activities this quarter focused on completing the existing practice summary and performing interviews as part of the systems review. During this period the results of Task 1 – Existing Practice Summary were presented to the Asset Management Steering Committee. Also during this quarter, the initial results of the systems review were presented to NJDOT through a conference call, and work was initiated on Task 3 – Model Development.

2. Proposed activities for next quarter by task

- Task 2 - Systems Review: incorporate results in the report prepared as part of Task 3 – Model Development

- Task 3 - Model Development: configure CS tool METIS for use by NJDOT to help establish weights on an agency utility function. Begin development of a project-level utility function and decision support model incorporating results established from NJDOT staff use of METIS.
- Task 4 – Workshop: determine whether to conduct an asset management workshop as originally envisioned, or adjust project plan as needed to accommodate any needed changes in the approach (e.g., to conduct a series of shorter meetings rather than a single, one-day workshop).

3. List of deliverables provided in this quarter by task (product date)

- Implementation of METIS (5/27/9)
- Initial METIS training session (6/11/9)
- Draft memorandum summarizing the proposed project-level model (7/15/9)

4. Progress on Implementation and Training Activities

N/A

5. Problems/Proposed Solutions

The approach to Task 4 has not been established. A single one-day workshop was envisioned in the project scope, but depending upon the results of Task 3, it may be necessary to adjust the scope for this task.

Total Project Budget	\$150,337.54
Modified Contract Amount:	\$150,245.93
Total Project Expenditure to date	\$ 62,295.35
% of Total Project Budget Expended	41%

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	<i>ADA Program review, Training, and Support Services</i>		
RFP NUMBER: 7057816	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa		
TASK ORDER NUMBER:: 7	PRINCIPAL INVESTIGATOR: Agnes Muszynska		
Project Starting Date: 5/6/2009 Project Ending Date: 1/5/2010	Period Starting Date: 04/1/2009 Period Ending Date: 06/30/2009		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
1. Transition Plan support	28%	15%	15%	4%
2. Develop training	17%	12%	12%	2%
3. Review ADA integration	26%	0%	0%	0%
4. Final Report	11%	0%	0%	0%
TOTAL	100%			6%

Project Objectives:

The objectives of this project are to:

1. Review up to five other recent agency Transition Plans to serve as best examples for the development of the NJDOT Transition Plan; provide support for drafting of Transition Plan.
2. Develop training materials for in-house staff training on ADA requirements.
3. Review integration of ADA requirements into select NJDOT documents.
4. Develop Final Report to summarize output of Tasks 1-3.

Project Abstract:

For the New Jersey Department of Transportation (DOT), Cambridge Systematics is providing research support for NJDOT's ADA program by providing a review of best practices for Transition Plan development and support for the drafting of a new plan; development of training materials for an internal "train-the-trainer" program; review of select Department of Transportation (DOT) documents for integration of ADA requirements; and compilation of a Final Report to summarize findings.

1. Progress this quarter by task:

- ♦ Task 1: Begun to identify state leaders in Transition Plan development and collecting their Transition plans, including select states and municipalities identified during the Kick-Off Meeting on June 11, 2009.
- ♦ Task 2: Begun gathering "best practice" training materials from other agencies— including Florida DOT and Maryland DOT— and from MDOT SHA Peer Exchange participants from a January 2009 Peer Exchange session.

- ♦ Task 3: Task not yet begun; trying to establish contact person within DOT to coordinate an agreed upon approach for the document review process.
- ♦ Task 4: Task not yet begun.

2. Proposed activities for next quarter by task

- ♦ Task 1: Continue progress on gathering best practice Transition Plans. Develop and distribute pre-interview survey to NJDOT ADA Work Group participants for future interviews for the data gap analysis subtask. Conduct interviews and develop gap analysis summary.
- ♦ Task 2: Continue progress on gathering training materials and begin developing Power Point slides to NJDOT review.
- ♦ Task 3: Begin review of select NJDOT documents, including Design Manual for Roadways, Specifications for Road and Bridge Construction, and curb installation schedule (document in development)
- ♦ Task 4: No activity anticipated.

3. List of deliverables provided in this quarter by task (product date)

None

Total Project Budget	\$123,570
Contract Amount:	\$123,570
Total Project Expenditure to date	\$7,800
% of Total Project Budget Expended	6%